



## **Compensation Review Committee**

### **Purpose**

The Compensation Review Committee (CRC) serves as a sounding board and communication conduit for considerations and initiatives related to compensation such as advocacy and monetary and non-monetary compensation.

### **Membership**

The CRC is a Presidentially appointed committee consisting of representatives from each employee group and other members appointed by the President. The CRC membership parallels the approach we use for other strategic planning committees, with the CRC's membership tailored to the types of functions and groups that need to be involved with compensation issues. In addition to the Faculty, CSO, and PSO members, the committee includes staff experts from two of the offices closely connected with compensation matters, the Budget Office and HRS. Committee membership lasts two years, with one-half of the committee replaced each year. The Vice President for Finance and Administration is responsible for oversight of this committee, and serves as a liaison between the committee, the Executive Cabinet and the President.

### **Standing Membership**

- Faculty Senate Chair
- Faculty Senate Incoming Chair
- Professional Staff Organization Chair
- Professional Staff Organization Vice-Chair
- Classified Staff Organization Chair
- Classified Staff Organization Chair-Elect
- Budget Director
- Budget Analyst
- HRS Director
- Committee Chair (can be a "standing member" or one appointed by the President)

### **Committee Charge**

- Review prior CRC reports, recommendations, and administrative responses <https://www.lcsc.edu/crc/>. The President has reviewed and responded (item-suggestion by item-suggestion) to prior CRC reports and recommendations as well as State directives.
- Review the prior CRC committee's compensation philosophy.
- Review LC State's strategic plan and compensation goals <https://www.lcsc.edu/strategic-plan/>.
- Review the annual compensation report from the state Division of Human Resources (which will be published in December).



- Review LC State’s annual employee compensation plan submitted to DFM/DHR.
- Provide administration with credible information to make our case with the State Legislature to support Change in Employee Compensation (CEC) salary increases for the upcoming year. We encourage you to think of approaches that could be used to engage LC State and our sister higher education institutions in the deliberations with the Governor’s Office and Legislative working groups which develop CEC and employee benefit policies.
- Look for opportunities for us to educate policy makers on the needs of employees at the colleges and universities.
- Explore other compensation and employee advocate issues, such as previous CRC teams have helped us develop improved tracking and planning tools for comparing relative compensation levels (“compa-ratio”) of our Classified Staff positions. Based on CRC inputs, we modified job descriptions of some Professional Staff positions to improve consistency throughout LC State and help with peer comparisons. We’ve also made progress in comparing salary levels, by rank, for faculty members vis-à-vis our peer institutions. Past CRC recommendations have also led to changes in classification and/or pay for entire categories of LC positions (e.g., lecturers, adjunct faculty, and custodial staff), initiated benefits such as dependent tuition discounts, and created a CRC compensation philosophy.
- Provide a monthly update to the Vice President of Finance and Administration re: the committee initiatives and invite to meeting if needed.
- Chair of the committee meets at least one time with the VP of Finance and Administration prior to preparing a DRAFT CRC report.
- In coordination with the committee, the CRC Chair prepares and submits a CRC report addressing initiatives relative to the purpose of the committee, to the President and Vice President of Finance and Administration by the first week of February. The report should: (a) first and foremost, adhere to legislatively approved directives and DFM/DHR implementation directions (i.e., CEC allocation percentages and merit-based guidelines – if any); and (b) continue our commitment to addressing issues of salary equity, defined to include progress toward LC State’s Strategic Plan compensation goals and address employee salary compression. The report will be reviewed and considered as LC State’s Compensation Plan is developed for submission to the Division of Financial Management (DFM), the Division of Human Resources (DHR) and the Office of the State Board of Education (OSBE).



### **Information**

- Each State agency is required to provide an annual compensation plan to DFM which describes the allocation of “Change in Employee Compensation” (CEC) dollars within the agency for the upcoming year. The compensation plan describes implementation of legislatively approved changes in employee compensation (CEC). The plan is guided by direction from DFM and DHR, and must be fully compliant with State policy.
- There is no “one size fits all” solution. We recognize, and expect, there may be differences among (and within) various constituency groups. It may not be possible to achieve unanimity or a 100% consensus on your proposals or findings. If the committee comes up with multiple approaches or action options, that is fine, and it will be important to include information in the report regarding the “pros and cons” of alternative options presented.
- The CRC members represent not only the interests of their parent unit; and are reminded to use knowledge, experience, and judgment from across constituent groups to review, consider and develop recommendations for paths of actions that will benefit the entire College.

### **Compensation Timeline**

- Division of Human Resources (DHR) provides an annual report to the Governor on State Employee Compensation & Benefits. This report, mandated by statute (Idaho Code 67-5309C), is submitted to the Governor and to Legislative Services on or about December 1<sup>st</sup> each year to support policy-makers’ decisions on compensation matters (salary/benefits).
- The Governor makes CEC recommendations for the upcoming fiscal year (normally released in the Governor’s “State-of-the-State/Budget” address to the Legislature at the opening of the legislative session each January).
- The final CEC appropriation bill is passed by the Legislature/Governor during the legislative session (before April).
- CEC guidance received from DFM (March).
- LC State develops the annual employee compensation plan in conjunction with the CEC appropriation and submits to DFM/DHR for approval (April).
- LC State plans for distribution of CEC (mid-April) for the following fiscal year.